

## DUTIES OF THE SUPERINTENDENT

The Superintendent of Schools is the chief executive officer of the district. The execution, administration and enforcement of all policies of the Board of Education shall be the responsibility of the Superintendent of Schools and his/her administrative staff. The Superintendent shall report and be held accountable to the Board.

The Superintendent shall be responsible for developing regulations consistent with policies of the Board of Education. In developing regulations, the Superintendent shall, whenever feasible, seek the advice and opinions of any staff member who will be affected by the proposed regulations, and establish procedures to ensure that such advice and opinions are received.

The Superintendent shall give due weight to the opinions of staff, especially those offered by representatives of any groups. The Superintendent shall inform the Board of any advice or opinions given by staff in presenting reports of administrative section or when presenting recommendations for action by the Board.

### *Attendance of Meetings*

The Superintendent shall attend all Regular, Special, and Executive Meetings of the Board at the request of the Board.

### *Employment of Staff*

The Superintendent shall nominate employees for appointment, promotion, and transfer, and he/she shall make recommendations to the Board regarding salary and tenure of all employees. He/She may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board.

Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year.

### *Recruitment of Staff*

The Superintendent is responsible for the recruitment of qualified professional, civil service, and non-certified personnel. He/She shall develop policies and procedures for the selection of staff members, establish standards for teacher selection, and provide a framework for continuing inservice training of all work for continuing inservice training of all professional staff members. He/She may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to Northeastern Clinton for visits or interviews.

All individuals employed by the district are responsible directly or indirectly to the Superintendent. The Superintendent has ultimate responsibility for the action of all subordinates.

*Supervision of Instruction*

The Superintendent shall recommend to the Board the courses of study to be offered in the school and the textbooks to be used and he/she shall have responsibility for the supervision of instruction. He/She shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/She shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum.

*Supervision and Evaluation of Staff*

The Superintendent shall be responsible for the supervision and evaluation of all staff members. The Superintendent will delegate administrative authority to the Building Principals of the various schools and his/her assistant(s) within the district's system for the internal management of their respective schools within established Board of Education policy and administrative regulations. Each administrator and Building Principal will be responsible for the enforcement of the district policy within his/her building or area of responsibility.

*Student Activities*

The Superintendent shall require that all student activities be properly conducted and supervised.

*Supervision of Building and Grounds*

The Superintendent shall be responsible for the supervision of the building and grounds. He/She shall be responsible for the proper operation of the plant and all facilities. He/She shall develop plans and make recommendations to the Board on the maintenance, alteration, repair, and improvement of the building and other facilities.

*Annual Budget*

The Superintendent shall prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/She shall make copies of the Board's proposed annual budget available to district residents.

*Budget*

The Superintendent shall be responsible for seeing that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/She shall have the authority to approve and direct all purchases and expenditures. He/She shall be responsible for ensuring that regular reports are made to the Board on the status of the budget.

*Supervision of Supplies and Materials*

The Superintendent shall see that all necessary bookkeeping and accounting records are maintained by the District.

*Laws and Regulations of the State Education Department*

The Superintendent shall see that all laws and regulations that affect the School District are complied with.

*Relations with Board*

The Superintendent shall serve as a resource person and advisor for the Board. He/She shall provide the Board with reports and recommendations regarding all operations of the school and School District.

*Negotiations*

The Superintendent shall, in conjunction with the board designated negotiator(s), advise the Board in all collective bargaining matters.

*Public Relations*

The Superintendent shall supervise the public relations activities of the School District. He/She shall keep the community informed about school matters and shall act as a consultant to the community to improve the educational opportunities for both children and adults.

Ref: Education Law §§1604(8); 1711; 1804; 2554; 2566; 2590

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